



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 4110.1C
N71A

30 APR 1999

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 4110.1C

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM

Ref: (a) OPNAVINST 4110.2
(b) OPNAVINST 5090.1B
(c) OPNAVINST 5100.23D
(d) OPNAVINST 5102.1C
(e) 29 CFR 1910. 1200
(f) COMNAVRESFORINST 4110.2
(g) COMNAVSURPRESFOR P-5100.12

1. Purpose. To establish uniform policy, guidance, and requirements for on-site control and management of Hazardous Material (HM) and Hazardous Waste (HW) for the region.

2. Cancellation. COMNAVRESREDCOMREG11INST 4110.1B

3. Background.

a. Federal regulatory requirements for management of HM/HW including Hazardous Communications (HAZCOM) have been issued by the Occupational Safety and Health Administration, Environmental Protection Agency (EPA), and Department of Transportation. Federal regulations amplify state and local regulations as applicable. Federal regulations provide for civil liability and criminal prosecution of federal employees who violate HM/HW directives. To preclude such actions, commanding officers and unit supervisors must be familiar with federal, state, and local regulations. Compliance must be stressed at all levels of command.

b. References (a) through (g) identify requirements and responsibilities for pollution prevention from HM/HW and polychlorinated biphenyls (PCBs) at Navy shore facilities. Reference (a) also establishes policy, assigns responsibilities, and establishes procedure for the Navy's HMC&M system. References (f) and (g) establish policy, guidance, and requirements for on-site control and management of HM/HW for the region.

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4. Action. The CNRRC Reg Eleven Hazardous Material Control Program Manager will perform this function for the Region per references (a) through (g). The following specific actions are directed:

a. Readiness Command HMC&M manager will:

(1) Coordinate the budgeting and allocation of resources within the region.

(2) Approve and maintain an "Authorized User List" (AUL) for the Region and its Reserve activities.

(3) Coordinate reporting of HM/HW mishaps per reference (d).

(4) Ensure HM/HW responsibilities are addressed in each Memorandum of Understanding and Interservice Support Agreement with host and tenant commands.

b. Reserve Center Commanding Officers will:

(1) Appoint in writing a local HMC&M Manager.

(2) Ensure that all personnel who use HM are appropriately trained in its use and are aware of the provisions of the applicable MSDS.

(3) Ensure that training HM/HW use and management is included in the command training program.

(4) Develop and maintain a local AUL.

(5) Establish a HM AUL and submit to CNRRC 11 HMC&M Manager for approval.

(6) Verify all HM received is listed on the command and host activity AUL.

(7) Forward requests for additions to the AUL to the CNRRC 11 HMC&M Manager with justification.

(8) Ensure HM is labeled, tagged, or marked with the identity of the chemical(s) with the appropriate hazard warning.

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and the name and address of the chemical manufacturer, importer, or other responsible party.

(9) Ensure non-original containers used to store HM/HW are appropriately labeled.

(10) Evaluate and comply with federal, state, and local laws and regulations concerning HM/HW.

(11) Comply with references (a) through (g).

(12) Sign and submit reports and other required data to the EPA, state and local agencies per reference (g).

(13) Budget and fund the operation and maintenance of facilities and equipment necessary to handle, store, transport, treat, and dispose of HW generated at the command.

(14) Provide prompt, safe storage for incoming HM.

(15) Stow HM/HW that does not meet established standards, specifications, or regulations in an appropriate temporary holding area pending disposition.

(16) Ensure that required personal protective equipment for handling of HM is available when needed.

(17) Ensure all HM on inventory has a corresponding Material Safety Data Sheet (MSDS). Take action to obtain a MSDS for all HM procured, used, or stored.

(18) Maintain a master file of the appropriate MSDS for every item on HM used or maintained at the command.

(19) Ensure MSDSs are available to all users at time of issue of HM.

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E. Report. Report all incidents which are a risk to the environment per reference (b) and those involving safety and health per reference (d).

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